

CITY OF TAYLORSVILLE



REQUEST FOR PROPOSAL

REAL PROPERTY DEVELOPMENT SERVICES

City of Taylorsville
2600 West Taylorsville Blvd.
Taylorsville, Utah 84118

Proposals Due August 31, 2006 @ 3:00 p.m.

The City of Taylorsville
2600 West Taylorsville Boulevard (5320 South)
Taylorsville, UT 84118

Request for Proposals

Real Property Development Services due August 31, 2006, at 3:00 p.m.

1. **Introduction.** The City of Taylorsville (the “City”) is requesting proposals (“Proposals” or “Responses”) from qualified proposers (“Proposers”) to provide real property development services for the City (the “Services”).

1.1. **Intent.** It is the intent of this Request for Proposals (this “Request”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Background and Detailed Description of Services.** The City owns approximately 13 acres of unimproved real property (“Property”) that is located on the northeast corner of the intersection of 2700 West and 5400 South in Taylorsville, Salt Lake County, Utah. Adjacent to the Property is the City offices and a fire station. The Property has been surveyed and is subject to the Taylorsville City Center Small Area Master Plan, July 2003. A more detailed description of the Services is attached hereto as exhibit “A.”

3. **Proposal Requirements.** Five (5) copies of Responses are required to be submitted to Pat Quintana as listed below no later than 3:00 p.m. on August 31, 2006. Guidelines for responses are described in exhibit “B” attached hereto. Any response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. No electronic Responses (facsimile, e-mail, or telegraphic) will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. **Introductory Letter.** An introductory letter expressing an interest in providing the Services should be included. The introductory letter should be addressed to:

Pat Quintana
City Administrator’s Office
TAYLORSVILLE CITY
2600 West Taylorsville Blvd.
Taylorsville, UT 84118

Include an e-mail address for the primary contact of the Consultant.

3.2. **Experience and Qualifications.** Describe, in sufficient detail, the Proposer’s experience and qualifications that are relevant with respect to the Services. Listing personnel to provide Services pursuant to this section constituting the Proposer’s agreement that such personnel will actually provide the Services.

3.3. **Approach to the Services.** Describe in sufficient detail the proposed approach to provide the Services.

3.4. **Fees.** Describe a proposed all-inclusive fee for the Services, which includes, but is not limited to, all expenses, costs, supplies, etc., and provide a detailed cost breakdown for real estate consulting services, preconstruction activities' services, construction management services, other services that Proposer proposes to provide. (We acknowledge that some costs may vary, depending upon various matters, including ultimate project design.) Also, include a proposed payment schedule.

3.5. **References.** Include the name, address, and contact person of at least three entities (one of which is preferably a government agencies) with which the Proposer has provided similar type Services. The City may contact such references.

4. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems with respect to providing the Services.

5. **Evaluation Criteria and Scoring Process.** All Proposals received will be reviewed by a Review Panel (defined below). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage are as follows:

| <u>Evaluation Criteria</u> | <u>Weight</u> |
|-------------------------------|---------------|
| Experience and Qualifications | 60% |
| Approach to the Services | 25% |
| Fees | 15% |
| Total | 100% |

6. **Selection.** Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for the award. In addition, one or more Proposers may be invited to interview. Provided; however, Proposals may be accepted without discussion or interview. The above criteria will be used unless modified in the interview evaluation. A Review Panel or individual(s) will be appointed by the City (referred to hereinafter as "*Review Panel*"). The Review Panel reserves the right to modify the interview criteria during the course of this process. If such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and proposal scoring, the Proposers will be rated by the Review Panel, and such recommendations will be forwarded to the mayor. The mayor will make the final selection. The mayor may select one or more Proposers to provide the Services.

7. **General Information.** The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposer's sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written

responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than August 28, 2006, at 3:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City's website at <http://www.taylorsvillecut.gov> (which constitutes a written response). Entities responding to this Request are encouraged to review such website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Excess Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

8. **Terms of Contract.** The successful Consultant will be required to enter into a written agreement with the City to provide the Services. If the selected Proposer and the City attorneys' office are unable to negotiate an acceptable agreement, then another Proposer(s) will be selected by the mayor and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

9. **Contact Person.** For further information or for American with Disabilities Act (ADA) accommodation, contact John Inch Morgan, City Administrator (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84118.

10. **Special Important Information.** All Proposers must evaluate and respond specifically to this section. Taylorsville Code of Ordinances establishes procurement procedures. Taylorsville Code of Ordinance 2.32.070 G provides that if the Mayor or his designee determines in writing that one of the methods described in the procurement procedure is not advantageous to the City, then a contract may be entered into as provided in Utah Code Ann. § 63-56-1, *et seq.* Utah Code Ann. § 63-56-416 provides that a cost-reimbursement contract may be used under certain conditions. It is anticipated that the Proposer and the City will use the cost-reimbursement contract as described Utah Code Ann. § 63-56-416 for the actual construction of improvements. The Proposers must review this approach and summarize its comments on this approach. Further, all Proposers must review the provisions of Utah Code Ann. § 11-39-101, *et seq.*, and summarize how the Proposer will satisfy the requirements of Utah Code Ann. § 11-39-101, *et seq.*

Exhibit “A”

[Services]

Review existing site conditions:

1. Develop a recommended due diligence process, design, layout, and budget per alternate site.
2. Conduct Due Diligence investigation on the City Center site.
3. Evaluate the suitability of the site plan, with respect to deliverability, title condition, zoning and surrounding property issues, environmental condition, soil condition, existing and required infrastructure, site capacity, demolition costs, accessibility, visibility and traditional and extraordinary development costs.
4. Coordinate and direct various professionals necessary to complete the site assessment and acquisition activities.
5. Identify potential development impediments.
6. Develop and implement real estate development strategies for the first phase of the retail structures.

Preconstruction Services:

1. Provide project pro forma and cost proposals pricing for various development scenarios in conjunction with the Architect and Engineer on an as needed basis.
2. Provide concept, material, and system alternatives to the City and Architect to capture value-engineering benefits.
3. Develop, maintain and distribute the project schedule.
4. Assist the City in coordinating and managing the source of funds for the project.

Development and Construction Services:

1. Review Architect’s and Engineer’s drawings and specification documents for completeness.
2. Organize and maintain overall project budget and schedule.
3. Develop and maintain a project specific web site or other acceptable means of communication that is accessible to project team members, for the purpose of distribution of information, reporting and project tracking.
4. Competitively bid to all subcontractors.
5. Provide an open book reporting system to the City throughout the project.
6. Project, manage and administer the implementation of the City Center Master Plan.
7. Provide on-site supervision throughout the project.
8. Provide detailed reporting to the City throughout the project.
9. Provide building system check out and commissioning prior to move-in.
10. Additional services as recommended by Proposer or requested by the City.

Exhibit “B”
[Guidelines]

Number Responses sequentially on the upper right hand corner of the cover.

Color is allowed.

8-1/2" x 11" page sizes.

One (1) inch margins (exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin).

Size 12 Font.

Bind Responses on left side.

Provide tabs for each section of the Response.

Front and back cover pages are encouraged.

Generally, responses must not exceed 25 pages (excluding any appendices and cover letter).

CERTIFICATION

Request for Proposals

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City officer or employee or former City officer or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promised that it will not knowingly influence and City officer or an employee or former City officer or employee to break any applicable ethical standard or rules.

The undersigned Proposer certifies that:

1. The Proposal is made in good faith.
2. The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of Proposer: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Web Site Address: _____

Email Address: _____

Date Signed: _____